

OFFICE OF FINANCE NOTICE NO. 38-80

SUBJECT: Document Reflecting Office of Finance Policy

1. In connection with the current project of filming certain Office of Finance files on microfiche and developing a computer-assisted program for easy location and retrieval, the office of the Assistant Director for Policy and Planning is designated as the central point for all documents reflecting policy matters.

2. Effective immediately all Office of Finance components will forward to the office of the AD/PP a copy of each incoming or outgoing document having the following content:

a. A statement of, reference to, or discussion of any Office of Finance policy,

b. Correspondence to or from the Office of General Counsel or citation of a decision by OGC, or

c. Correspondence to or from another government agency which may have bearing on Office of Finance policy (except Codeword material for which ADL has responsibility).

  
Edward L. Sherman

STATINTL